

## **NEW HIRES TO STATE SERVICE- RELOCATION ALLOWANCE**

(AUTHORITY: DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA) 599.723.)

### **Moving Expense Allowance:**

- Reimbursement up to a maximum of \$1,000 specifically for the movement and storage of household goods only (Weight and content subject to DPA rules 599.718.1, 599.719.1\*)  
\* Out-of-country moving expenses currently limited from "U.S. Point of Entry".

### **Mileage Allowance:**

- Mileage reimbursement for travel from the old residence to the new residence (one-way, one-time mileage) at the rate of .06 cents a mile, regardless of the transportation type used.

### **Moving Expense Allowance Alternative:**

- .31 cents a mile (one-vehicle) when a non-commercial or privately owned vehicle is used in transporting the employee's household effects per DPA rule 599.630.
- Mileage is taxable over .10 cents a mile.
- No other moving expenses/mileage reimbursement is allowed.

### **Reimbursements Not Allowed:**

- Lodging, meals, incidentals, parking and business expenses.
- Additional mileage expense (i.e.: travel to and from interview, returning to old location).
- Reimbursement of travel expenses for family members.
- Towing of personal vehicles.

### **Checklist for claiming reimbursement (upon reporting):**

- ☐ Hiring manager signs completed Form ASC-3001, "Employee Relocation Fact Sheet" and faxes to (916) 227-8662. Accounting mails employee a relocation claim package.
- ☐ Complete Form FA-0302 "Travel Expense Claim" ("TEC")
  - ✓ Attach all supporting documents/receipts to TEC (i.e.: paid invoice with breakdown of services provided including inventory list and weigh master tickets, if applicable).
  - ✓ Attach New Hire Moving Certification (in package).
  - ✓ Complete coding (Source District, Unit and Expenditure Authorization).
  - ✓ Employee's supervisor signs completed TEC (Box 16).
  - ✓ Send completed TEC with receipts and forms to the Accounting Service Center, Travel Policy Section, Mail Station 25.

If you have any questions, please contact the Accounting Service Center at (916) 227-8652.

